

**BOARD OF COMMISSIONERS
REGULAR MEETING
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500**

**JULY 28, 2008
5:30 P.M. (EDT)**

1. INVOCATION

Rev. Louis Newby, First Corinthian Baptist Church

PLEDGE OF ALLEGIANCE

John Hammond

ROLL CALL

MINUTES

June 23, 2008 Regular Meeting; July 14, 2008 Work Session

MAYOR'S REPORT

2. CEREMONIAL ITEMS

- 2.1 Background:** The Board of Commissioners traditionally recognizes City employees who are retiring or are being promoted within the various City departments. At this meeting, the following individuals will be recognized:

- | | |
|--------------------|---|
| ▪ John R. Unger | Assistant Fire Chief, retiring with 26 years of service |
| ▪ Glenna Standifer | Administrative Aide, Public Works, retiring with 34 years of service |
| ▪ Newton Gill, III | Sewer Collection System Supervisor, retiring with 22 years of service |
| ▪ Robert Barker | Deputy for Sewer Collection System, retiring with 27 years of service |

- 2.2** Presentation by Glenda Green, Kentucky Commission on Human Rights.

Attachments:

- Establishing a Local Human Rights Commission in Kentucky
- Listing of local Human Rights Commissions in Kentucky
- Kentucky Commission of Human Rights Human Rights Report

3. ORDINANCES

- 3.1 SECOND READING:** An Ordinance accepting West Ridge Drive and Vandalay Lane as public streets.

Purpose: The purpose of this item is to consider an ordinance to accept West Ridge Drive and Vandalay Lane into the city street system for maintenance.

Background: The streets have been inspected and any deficiencies noted have been corrected. The streets have been certified that they meet or exceed the minimum standards of the City of Frankfort at the time of approval. Approval of the ordinance to accept the streets will complete the official action required for acceptance into the city street system.

This Ordinance had its first reading on June 23, 2008.

Recommendation: Approval

Attachments:

- Ordinance
- Request letter

Contact Person

Name: Jeff Hackbart
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: jhackbart@frankfort-ky.gov

- 3.2 SECOND READING:** An Ordinance to amend the City of Frankfort's Code of Ordinances – Chapter 152 – by amending the City of Frankfort's Zoning Regulations - Ordinance No. 8, 1983 Series, by amending Article 4, Sections 4.24 Central Business District; Section 4.40 Special Historic Districts; Section 4.41 Special Capital District and amending Article 17 Architectural Review Board of the City of Frankfort's Zoning Ordinance.

Purpose: To amend the City's Zoning Ordinance as recommended by the Frankfort/Franklin County Planning Commission and the Zoning Update Committee by amending Article 4, Sections 4.24 Central Business District; Section 4.40 Special Historic Districts; Section 4.41 Special Capital District and amending Article 17 Architectural Review Board of the City of Frankfort's Zoning Ordinance. More specifically, the request is to remove inconsistencies and duplications within Articles; to add mixed use, daycare, and bed and breakfast facilities as a conditional use; and to amend/clarify sections based on previous ARB actions.

Background: The current zoning regulations contain several duplicate sections for the historic zoning districts in Article 4 and other sections that are either difficult to locate, conflict with other sections, or difficult to understand to both staff and the public.

After discussing these items with the ARB chairman, staff drafted amendments to reduce the conflicts of the regulations; clarified sections based on previous ARB actions, and consolidated the duplicated sections and located them within one Article.

On September 26, 2007, the Zoning Update Committee reviewed the proposed text amendments and made suggested changes and additions.

On October 16, 2007, the Architectural Review Board discussed the proposed amendments, made some minor changes, and supported the proposed text to the Zoning Update Committee.

On February 28, 2008, the Zoning Update Committee reviewed the proposed text as amended by the ARB, made four new changes and then recommended the proposed text amendment to be forwarded to the Planning Commission.

On March 13, 2008, the Frankfort/Franklin County Planning Commission held a public hearing, closed the public hearing, approved the report as the findings rather than requesting a summary, and voted unanimously for approval to recommend the City of Frankfort's Board of Commissioners to approve the proposed text amendment.

On April 14, 2008, the City Commission removed the item from the agenda to allow staff to make a minor amendment to the text concerning "~~with the exception of historically contributing structures identified on the national register or those determined as contributing by staff.~~" Staff has amended the text by deleting ~~or those determined as contributing by staff~~, to remove the subjectiveness of this section.

This Ordinance had its first reading on June 23, 2008.

Recommendation: Approval

Attachments:

- Ordinance

- The report submitted to the Planning Commission
- Minutes of the March 13, 2008, Planning Commission meeting

Contact Person

Name: Gary Muller
Title: Director
Department: Planning and Building Codes
Phone: 502/875-8500
Email: gmuller@frankfort-ky.gov

- 3.3 SECOND READING:** An Ordinance Rezoning Property for a 29.08 acre parcel of property located at 8000 John Davis Drive, more specifically described as PVA map #086-00-00-021.00, from Rural Two Dwelling District (RD) to Rural Low Density Multifamily District (RL) (County Regulations).

Purpose: Approval of the recommendation of approval by the Frankfort/Franklin County Planning Commission concerning a zone map amendment by M&W LLC., for a 29.08 acre parcel of property located at 8000 John Davis Drive from Rural Two Dwelling District (RD) to Rural Low Density Multifamily District (RL) (County Regulations). More specifically described as PVA map #086-00-00-021.00.

Background: KRS requires that a public hearing be held by the Planning Commission and that the Planning Commission's recommendation be forwarded to the Local Government.

Should the City Commission desire to not follow the Planning Commission's recommendation, then the item is to be tabled and a request for a verbatim transcript of the Planning Commission meeting, which must be obtained before the item can be heard by the City Commission. The City Commission will then be required to make their own findings of fact based on the verbatim transcript or hold its own public hearing and then make findings of fact. Any action by the City Commission is to be limited to only the findings and testimony given during the Planning Commission hearing and no additional evidence or testimony is to be received unless a new public hearing is held by the City Commission.

On May 8, 2008 the Frankfort-Franklin County Planning Commission held a public hearing to consider a zone change request for this property. The public hearing was closed and on June 12, 2008, the Planning Commission reviewed the summary, made findings of fact, and motioned to recommend approval of a zone map amendment from Rural Two Dwelling District (RD) to Rural Low Density Multifamily District (RL) (County Regulations); based on the findings of fact. The motion to recommend approval of the requested zone map amendment passed unanimously.

This Ordinance had its first reading on June 23, 2008.

Recommendation: Approval

Attachments:

- Ordinance
- Adopted Findings of Facts
- Staff Report reviewed by the Frankfort/Franklin County Planning Commission
- Minutes from the May 8, 2008 meeting

Contact Person

Name: Gary Muller
Title: Director
Department: Planning and Building Codes
Phone: 502/875-8500
Email: Gmuller@frankfort-ky.gov

- 3.4 FIRST READING:** An Ordinance to amend The City Of Frankfort's Code of Ordinances – Chapter 36 – Authorities, Boards, Commissions and Departments; by amending Section 36.017.F. Of Ord. 1, 1999,

Ord. 15, 1999, And Ord. 13, 2002; by amending Section 36.066 (B) of 1970 Code, §2.48.030; and by amending Section 36.067.(B) of 1970 Code, §2.48.030.

Purpose: To amend the City of Frankfort's Code of Ordinances – Chapter 36 Authorities, Boards, Commissions and Departments; by increasing the amount of compensation for its board members by \$25. More specifically to amend the compensation of Planning Commission members from \$50 per meeting to \$75 per meeting; the Board of Adjustment members compensation from \$25 per meeting to \$50 per meeting; and the Code Enforcement Board members compensation from \$25 per meeting to \$50 per meeting.

Background: In 1970, the compensation for Board members were established. In 1999, the Code enforcement Board was added with the same compensation as the BZA at \$25/ meeting while the Planning Commission was \$50/meeting.

At the March 5, 2008, the Bluegrass ADD provided its members a comparison of application fees for the District, and recommended that local jurisdictions review their fees. The topic of Board compensation was also discussed. In May 2008 the Planning Commission's Special Select Committee – Budget Committee - meet and recommended that each Board member compensation be increased by \$25 per regular meeting.

On June 12, 2008, the Frankfort/Franklin County Planning Commission held a public meeting and voted approval to recommend the City of Frankfort's Board of Commissioners and Fiscal Court to approve a \$25 per month increase for BOA, CEB, and PC member compensation.

Financial Impact: Minimal; the City's contribution can be provided within the Planning Department's account.

Attachment:

- Ordinance

Recommendation: Approval

Contact Person

Name: Gary Muller
Title: Director
Department: Planning and Building Codes
Phone: 502/875-8500
Email: gmuller@frankfort-ky.gov

- 3.5 FIRST READING:** An Ordinance amending the Frankfort Code Of Ordinances, Chapter 150 Building Regulations; Construction; Section 150.01. – Building Code, Sub-Sections 150.01(B)(2); 150.01(B)(3)(H); 150.01(B)(5); 150.01(C); and 150.06 (A)(1) is hereby amended as indicated in this Ordinance.

Purpose: To amend the fee schedule within Ordinance 15, Series 2003 and to update the reference for the adopted Kentucky Building Code and the Kentucky Residential Code.

Background: The last update to the City's fee schedule relating to permits was in 2003. Staff believes that it is appropriate and necessary to re-evaluate the permit fees to better reflect the cost to the City and to be consistent with the State Building Code.

The proposed fees are less or equal to those currently adopted by Franklin County as well as those within the Bluegrass ADD District. A comparison table of other jurisdictions within the Bluegrass ADD District has been provided.

Financial Analysis: Minimum impact by decreasing the permit fee from \$30.00 to \$5.00 for items that do not require a building permit per the Kentucky Building Code.

Attachment:

- Ordinance

Recommendation: Approval

Contact Person

Name: Gary Muller
Title: Director
Department: Planning and Building Codes
Phone: 502/875-8500
Email: gmuller@frankfort-ky.gov

3.6 FIRST READING: An Ordinance creating the positions of Building Maintenance Foreman and GIS Technician.

Purpose: To authorize creating the positions of Building Maintenance Foreman in the Public Works Department and GIS Technician in the Sewer Department.

Background: The Public Works Department has entered into a contract for custodial services with a local firm in March 2008. Accordingly, two custodian positions are vacant. The department desires to create the position of Building Maintenance Foreman to enable a staff person to assume responsibility for maintenance of city properties. The funding for this position is available from the two unfilled custodian positions.

With the increasing demands on the Sewer Department by the KYDOW and USEPA to document work and implement CMOM, it is critical that the Department have an individual with GIS background and knowledge to ensure coordination with our new Work Order Program, as well as assist with the rollout of additional initiatives that are forthcoming. The correct individual will enable the Department to implement new technologies that will reduce operating costs and save current and future labor costs. This individual would be assigned to the IT Group, but would report to and work for the Sewer Department. This individual could assist with orthophoto data conversion and/or contour generation. This position would be available to support IT and other city departments in the event of an emergency.

Financial Analysis: Both positions are included in the 2008-2009 Fiscal Year budget.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

Name:	John Morrow	Jeff Hackbart	Bill Scalf
Title:	Director	Director	Director
Department:	Personnel	Public Works	Sewer
Phone:	502/875-8500	502/875-8500	502/875-2448
Email:	jmorrow@frankfort-ky.gov	jhackbart@frankfort-ky.gov	wscalf@frankfort-ky.gov

3.7 FIRST READING: An Ordinance amending the Frankfort Code of Ordinances Section 37.32 – Pay Plan – to establish the rate of pay for the new position of Building Maintenance Foreman.

Purpose: To authorize establishing the pay plan for the position of Building Maintenance Foreman in the Public Works Department.

Financial Analysis: This position is included in the 2008-2009 Fiscal Year budget.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

Name:	John Morrow	Jeff Hackbart	Bill Scalf
Title:	Director	Director	Director
Department:	Personnel	Public Works	Sewer
Phone:	502/875-8500	502/875-8500	502/875-2448
Email:	jmorrow@frankfort-ky.gov	jhackbart@frankfort-ky.gov	wscalf@frankfort-ky.gov

- 3.8 FIRST READING:** An Ordinance amending the Frankfort Code of Ordinances Section 37.35 – Positions for Sewer Department – to establish the rate of pay for the new position of GIS Technician.

Purpose: To authorize establishing Pay Plan for the positions of GIS Technician in Sewer Department.

Financial Analysis: This position is included in the 2008-2009 Fiscal Year budget.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

Name:	John Morrow	Jeff Hackbart	Bill Scalf
Title:	Director	Director	Director
Department:	Personnel	Public Works	Sewer
Phone:	502/875-8500	502/875-8500	502/875-2448
Email:	jmorrow@frankfort-ky.gov	jhackbart@frankfort-ky.gov	wscalf@frankfort-ky.gov

4. ORDERS

- 4.1** An Order Authorizing a Management Agreement for Juniper Hill Golf Course.

Purpose: To consider the renewal of the Management Agreement for Juniper Hill Golf Course.

Background: In April 2004, the City entered into an agreement with Kirk Schooley, a PGA Certified Golf Professional, for the operation and maintenance of Juniper Hill Golf Course. The agreement was for one (1) year with a 90-day cancellation upon notice from either party. The compensation and duties are outlined in the attached agreement. In July 2007, the agreement was renewed for one year.

This renewal agreement is for one year. This will ensure that the agreement will stay current preventing possible conflicts with the alcohol licenses. The 90-day cancellation notice will remain.

Financial Analysis: The Pro shall receive an annual salary of \$35,000 commensurate with the City's Salary Schedule and years of service plus benefits (benefits shall not include accrual of vacation, sick, holiday or compensatory leave) and any cost-of-living adjustments accorded other city employees. The Pro shall also receive 10.3 percent of the revenues received for golf cart rentals (up to a maximum of \$16,500 per year) and 35 free memberships to distribute as he sees fit as further part of his remuneration. Funds are available in Account No. 100.70.51000 Personnel Services.

Recommendation: Approval

Attachment:

- Order
- Management Agreement

Contact Persons

Name:	Tony Massey	Steve Dawson	Kirk Schooley
Title:	City Manager	Finance Director	Golf Pro
Department:	City Manager	Finance	Golf
Phone:	502/875-8500	502/875-8500	502/875-8559
Email:	amassey@frankfort-ky.gov	sdawson@frankfortky.gov	kschooley@frankfort-ky.gov

4.2 An Order Concerning Scott M. Morgan.

Purpose: To formally approve the personnel action taken with respect to Scott M. Morgan

Background: A hearing was held on July 14, 2008 regarding proposed personnel action to be taken with respect to Scott M. Morgan. The City Commission voted unanimously to find Mr. Morgan in violation of City of Frankfort Personnel Policies and Procedures Section 3.4, suspended Mr. Morgan for 3 days without pay, for 7 days with pay, and reinstated to his current position on July 29, 2008 pending consultation with the City Manager, Fire Chief, and Personnel Director.

Recommendation: Approval

Attachment:

- Order

Contact Person

Name:	Rob Moore
Title:	City Solicitor
Department:	
Phone:	502/227-2271
Email:	rmoore@hazelcox.com

5. RESOLUTIONS

- 5.1** A Resolution of the City of Frankfort, Kentucky authorizing the Mayor to enter into an Agreement with the Kentucky Office for Homeland Security for the Law Enforcement Protection Program, to execute any documents which are deemed necessary by KOHS to facilitate this project, and to act as the authorized correspondent for this project.

Purpose: To authorize the filing of an application for 2008 Law Enforcement Protection Program grant funds through the Kentucky Office of Homeland Security and authorize the Mayor to sign all grant-related documents.

Background: In January of 2008 the Commission approved filing an application for the Kentucky Body Armor Program for the Police Department. On July 1, 2008 this program was moved to the Kentucky Office of Homeland Security and the name was changed to the Law Enforcement Protection Program. We have been asked to reapply by KOHS under the new program title by August 29, 2008 to preserve our original application date and be eligible under this program.

Financial Analysis: There is no match requirement from the city.

Recommendation: Approval

Attachment:

- Resolution

Contact Person:

Name:	Mark Wilhoite	Rebecca Hall
Title:	Chief	Grants Manager

Department:	Police Department.	City Manager
Phone:	502/352-2042	502/875-8500
Email	mwilhoite@frankfort-ky.gov	rhall@frankfort-ky.gov

6. CONSENT CALENDAR

Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

6.1 To authorize the disposal of surplus property by sealed bid (Finance).

Purpose: The purpose of this item is to declare two vehicles as surplus to be disposed by sealed bid.

Background: Department heads have determined that two vehicles were deemed obsolete or no longer required in their area. The vehicles require disposal to provide storage space. The plan is to dispose of them by sealed bid in August

Financial Analysis: Proceeds from this should generate revenue for the City of Frankfort.

Attachments:

- List of vehicles

Contact Person:

Name:	Angie Disponette
Title:	Deputy Finance Director/Purchasing Agent
Department:	Finance
Phone:	502/875-8500
Email:	adisponette@frankfort-ky.gov

6.2 To authorize annual renewal of existing RCS Maintenance Contract on existing 911 console equipment (Communications).

Purpose: To authorize annual renewal of existing RCS Maintenance Contract on existing 911 console equipment.

Background: The City of Frankfort purchased 911 radio dispatch consoles, and telephone hardware and software from RCS Communications in March 2004. Included as part of that initial purchase was a service agreement, renewal annually, for 5 years. The agreement is for the maintenance of system hardware and software. This is the fifth and final year of the maintenance agreement annual renewal.

Financial Analysis: Cost of the annual maintenance agreement is \$23,015.28. Funds are available in Account No. 100.39.53265.

Recommendation: Approval

Attachment:

- Purchase Requisition
- Service Agreement and Invoice

Contact Person

Name:	Daryl Hensley
Title:	Director
Department:	Communications
Phone:	502/875-8500
Email:	dhensley@frankfort-ky.gov

- 6.3** To authorize entering into a contract with Revenue Recovery Corporation for collection of delinquent EMS bills (Fire Department).

Purpose: To contract with Revenue Recovery Corporation for collection of delinquent EMS bills.

Background: Previously, the City contracted with Kentucky Account Service to pursue collections of delinquent EMS bills that were unable to be collected by our third party billing service. That contract has terminated. Revenue Recovery Corporation (RRC) of Knoxville, Tennessee is an agency recommended by our third party billing administrator. The City Solicitor has drafted and approved a contract with RRC for one year with automatic renewals for two successive years. Several other EMS agencies are contracted with RRC with success. The contract with RRC will become effective August 1, 2008.

Financial Analysis: Increased revenue from uncollected EMS bills is expected to result.

Recommendation: Approval

Attachment:

- Contract

Contact Person

Name: Wallace Possich
Title: Fire Chief
Department: Fire
Phone: 502/875-8511
Email: wpossich@frankfort-ky.gov

- 6.4** To authorize payment to the Greenhill Cemetery Board of Directors for work done under the Cemetery Preservation Grant during the grant period and covering the grant's scope of work (Grants Manager).

Purpose: To authorize payment to the Greenhill Cemetery Board of Directors for work done under the Cemetery Preservation Grant during the grant period and covering the grant's scope of work.

Background: The City of Frankfort received a Cemetery Preservation Grant to light a Civil War Monument in the Cemetery, perform initial clean-up and archive a portion of the Cemetery. The total amount of the project was \$10,000.00. Of the total project \$5,000.00 was a monetary grant to light the monument from the Governor's Office for Local Development and the remaining \$5,000.00 was to be in-kind from the Cemetery Board, volunteers and the City. Lighting of the monument only cost the City \$3,285.00, leaving a balance of \$1,715.00. The Greenhill Cemetery Board has incurred costs for two items that fit the project scope of work and were performed during the grant period. They are clean-up around the monuments (\$965.00) and the removal of a dead tree from the cemetery (\$1,000.00). Staff feels it would be appropriate to issue the remaining funds for the Cemetery Preservation Grant to the Greenhill Cemetery Board for this work, not to exceed \$1,715.00. If these funds are not expended by July 31, 2008 they will need to be returned to the Governor's Office for Local Development.

Financial Analysis: Reimbursement to the Greenhill Cemetery Board for this work will not impact the city financially. Since each project item did not exceed \$1,000.00, procurement requirements for these items were met.

Recommendation: Approval

Attachments:

- Invoices

Contact:

Name: Rebecca Hall

Title: Grants Manager
Department: City Manager
Phone: 502/875-8500
Email: rhall@frankfort-ky.gov

- 6.5** To approve Change Order #2 with Schnell Contractors, Inc. for the Sullivan Parking Garage Repair Project (Public Works).

Purpose: To approve Change Order #2 with Schnell Contractors, Inc. for the Sullivan Parking Garage Repair Project.

Background: The City of Frankfort opened bids for the first phase of repairs to the Sullivan Parking Garage on 8/30/07. The City received 5 bids from qualified contractors. The Project Architect, David Banks recommended awarding the base bid contract to Schnell Contractors in the amount \$139,485. Change Order #1 for \$28,500 was approved by the board of Commissioner's on 11/26/07. Change Order #1 upgraded the sealant from a product that exhibits an 8-10 year lifespan to a product that exhibits an 18-20 year lifespan.

The first phase of the repair project is now complete. The Project Architect recommends that the City approve Change Order #2, that consists of the following changes:

1. Add \$1,850 to the contract per proposal dated 4/28/08 to complete items #1 and #2 of the Consultant Engineer's report dated 4/11/08. Copy of Engineer's Report and Contractor's proposal are attached.
2. Add \$3,900 for 20 additional connector plates installed per Engineer's letter dated 6/12/08. The price is based upon the Contract unit price of \$195.00 each.

David Banks, Architects and Associates recommend that the City approve Change Order #2 to Schnell Contractors, Inc. in the amount of \$5,750. The new contract amount including Change Order #2 is \$173,735.00.

Financial Analysis: Funding is available in Account No. 450.68.56550.

Recommendation: Approval

Attachments:

- Change Order #2
- BFMJ Structural Engineers letters dated 4/11/08 & 6/12/08

Contact Person

Name: Jeff Hackbart, PE
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: jhackbart@frankfort-ky.gov

- 6.6** To authorize the Mayor to sign easements as the grantee on behalf of the City of Frankfort for the East Frankfort Pump Station Project (Sewer Department).

Purpose: To authorize the Mayor to sign easements as the grantee on behalf of the City for the East Frankfort Pump Station Project.

Background: The Sewer Department has been requested by one of the parties granting an easement to the City of Frankfort to have an authorized individual sign the easement as the grantee. This authorization would allow the Mayor to sign all easements for this project on behalf of the City of Frankfort.

Recommendation: Approval

Attachment: None

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort-ky.gov

- 6.7** To authorize an award to Siemens Water Technologies Corporation, F/K/A US Filter Envirex Products for the purchase of Bioxide® for odor control and pipe corrosion in the pump stations and collection system (Sewer Department).

Purpose: The purpose of this item is to consider an award to Siemens Water Technologies Corporation, F/K/A US Filter Envirex for the purchase of Bioxide® for odor control and pipe corrosion in the pump stations and collection system.

Background: In 1994, the Sewer Department began using Bioxide® as a chemical means of controlling odors in pump stations and corrosion in concrete pipes in the collection system. Bioxide® is a patented product and cannot be bid due to territorial restrictions by distributors. The unit price for the product was recently increased to \$2.00 per gallon and after remaining unchanged for over 6 years. The Sewer Department uses approximately 20,000 gallons per year throughout the system for a total expenditure of approximately \$40,000 annually.

Financial Analysis: Funds are available in the amount of \$40,000 in Account No. 300.68.54335.

Recommendation: Approval

Attachments: None

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@Frankfort-KY.gov

- 6.8** To authorize a Sewer Extension Contract with Shaker Hill Properties, LLC, 97 C. Michael Davenport Blvd., Frankfort, Kentucky (Sewer Department).

Purpose: To approve a contract with Shaker Hill Properties, LLC as owner of Tracts A and B on Twilight Trail in Frankfort, Franklin County, Kentucky which is zoned industrial development of two tracts, with improvements including 6 new manholes, 1,142 feet of 8-inch SDR 35 pipe, 1,090 feet of SDR 21 force main pipe and 1 Myers Duplex Pump Station rated at 290 gallons/minute.

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the Department, a contract must be entered into between the developer and the City of Frankfort.

Tom Beam, Member, has signed the contract. Sanitary sewer plans and specifications have been prepared and submitted to the Department for review and approval. The Division of Water has approved the sanitary sewer plans and specifications. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed.

Recommendation: Approval

Attachment:

- Sewer Extension Contract

Contact Person

Name: William R. Scalf, Jr., P.E.
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@Frankfort-KY.gov

- 6.9** To ratify the award of a contract to Siemens E&A for the purchase of a screw pump gearbox at the Wastewater Treatment Plant (Sewer Department).

Purpose: To ratify the award of a contract to Siemens E&A for the purchase of a screw pump gearbox at the Wastewater Treatment Plant.

Background: In April the Sewer Department lost a gearbox for one of three screw pumps that lifts sewage into the wastewater treatment plant, limiting our ability to treat only two-thirds of the capacity of the WWTP. A quote was received on June 25 for a replacement gearbox and an Emergency Purchase Order was generated to purchase the new gearbox due to a 12-week lead time in procurement.

The quote is for \$21,820.00 plus freight estimated at \$3,000, (the gearbox is being manufactured and shipped airfreight from Germany). Total Purchase Order is in the amount of \$25,000. The Emergency Purchase Order was generated because the Department is currently spending almost \$7,000 per month for an emergency standby pump.

Financial Analysis: Funds are available in Account No. 300.68.54390.

Recommendation: Approval

Attachment: None

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502-875-2448
Email: wscalf@frankfort-ky.gov

- 6.10** To ratify the award of a contract to Allied Technical Services, Inc. for 4 months of rental of a temporary standby pump at the Screw Pump Building at the Wastewater Treatment Plant (Sewer Department).

Purpose: Ratify the award of a contract to Allied Technical Services, Inc. for 4 months of rental of a temporary standby pump at the Screw Pump Building at the Wastewater Treatment Plant.

Background: In April the Sewer Department lost a gearbox for one of three screw pumps that lifts sewage into the wastewater treatment plant, limiting our ability to treat only two-thirds of the capacity of the WWTP. At that time an Emergency Purchase Order was generated to Allied Technical Services to rent a standby pump in the event that flows at the WWTP exceeded the reduced capacity of the Screw Pumps. An Emergency Purchase Order was generated, in the amount of \$15,000, to cover two months.

The Department has exceeded the two months of the original Purchase Order and based upon delivery of the replacement gearbox, it is estimated that an additional 4 months of standby pump rental is required. An Emergency Purchase Order, in the amount of \$28,000, was generated to cover the additional 4 months of rental.

Financial Analysis: Funds are available in Account No. 300.68.54390.

Recommendation: Approval

Attachment: None

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort-ky.gov

6.11 To authorize purchase of communication systems (Fire Department).

Purpose: To authorize purchase of communication systems

Background: Bids were invited from vendors and advertised and opened on July 8, 2008 for the purchase of David Clark Vehicle Communication/Intercom Systems. Two bids were received with the low bidder being Orr Safety Corporation of Louisville, Kentucky. The quoted bid for six systems is \$19,650 or \$3,275.00 each. The funding for this project is from encumbered funds provided by a citizen donation of \$25,000. The balance of the donated amount will be used for installation costs for the communication systems.

Financial Analysis: \$25,000 from donated funds in Account No. 100.42.56550 (PO #21141)

Recommendation: Approval

Attachments:

- Bid Tabulation
- Orr Safety Corp. proposal/quote

Contact Person

Name: Wallace Possich
Title: Fire Chief
Department: Fire
Phone: 502/875-8511
Email: wpossich@frankfort-ky.gov

6.12 To authorize additional funds for the Airgas-Mid America contract to provide liquid oxygen for the new ozone generating system (Sewer Department).

Purpose: The purpose of this item is to add funding to contract with Airgas-Mid America to provide liquid oxygen for the new ozone generating system.

Background: The Sewer Department took bids on June 5, 2008 for liquid oxygen for the purpose of generating ozone for disinfection of wastewater effluent prior to discharge into the Kentucky River. Bids were received from 2 vendors and Airgas-Mid America was the low bidder at \$0.39 per 100 cubic feet of liquid oxygen.

In June a contract was awarded to Airgas-Mid America to cover the initial charging of the oxygen tank. This will add \$200,000 to the contract to cover the cost of purchasing liquid oxygen for the remainder of the Fiscal Year.

Financial Analysis: Funding is available in Account No. 300.68.54335.

Recommendation: Approval

Attachments: None

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort-ky.gov

- 6.13** To authorize award of an engineering contract for Engineering Design and the Preparation of Plans and Specs of the Watson Court Project (Sewer Department).

Purpose: The purpose of this item is to consider awarding a contract to an engineering firm to perform an Engineering Design and the Preparation of Plans and Specs to address capacity issues and combined sewer overflow elimination.

Background: In December 2007 the Sewer Department accepted Statements of Qualifications from engineering firms for prequalification into the Wet Weather Program. The Sewer Department received Statements of Qualifications from 27 firms.

Based upon qualifications and the time schedule associated with the project, the sewer department recommends that the project be awarded to Otis Engineering, LLC. The initial contract will have a contract limit of \$13,000. Additional funds will be necessary upon completion of the preparation of plans and specs for construction administration, construction observation and other services as may be required.

Financial Analysis: Funds are available in Sewer Account No. 300.68.56550 Capital Improvement Account.

Recommendation: Approval

Attachment:

- Contract

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort-ky.gov

- 6.14** To authorize the expenditure of \$6,000.00 for the city's match for a Federal Survey and Planning Funds Grant in partnership with Downtown Frankfort, Inc. in order to meet the terms of the grant (Planning and Building Codes).

Purpose: To authorize the expenditure of \$6,000.00 for the city's match for a Federal Survey and Planning Funds Grant in partnership with Downtown Frankfort, Inc. in order to meet the terms of the grant.

Background: As a certified local government, the City of Frankfort is eligible for Federal Survey and Planning Funds administered by the Kentucky Heritage Council. Last year the City applied for funding with Downtown Frankfort, Inc. to prepare nominations to the National Register of Historic Places for four historic districts in Frankfort (Old State House, Frankfort Commercial, Corner-in Celebrities, and South Frankfort Neighborhood). A portion of the original request was awarded and DFI has begun the planning and surveying portion of the project. In conversations between the Kentucky Heritage Council staff, the City staff and DFI it was determined that the project would be too costly to complete in one year and should be phased. It was further determined that to be cost effective the project should consist of renaming the Commercial District to "The Downtown Historic District" and expanding that district to absorb the Old State House and Corner-in Celebrities Districts. The City requested grant funds of \$9,900.00 with a city match of \$6,600.00. We were awarded \$8,100.00. After advertising for RFPs and receiving five proposals, a selection committee chose the lowest bidder for the project with a bid of \$14,000.00. In order to complete the project and fulfill the grant obligations, staff requests that the city fund the remaining amount (approximately \$6,000.00). The funds are available in account 100-95-53295.

Financial Analysis: The City's cash match will be approximately \$6,000 available in Account No. 100-95-53295.

Recommendation: Approval

Attachment: None

Contact Persons:

Name:	Gary Muller	Kelly Everman
Title:	Director	Executive Director
Department:	Planning	Downtown Frankfort, Inc.
Phone:	502/875-8500	502/223-2261
Email:	gmuller@frankfort-ky.gov	info@downtownfrankfort.com

6.15	<u>Personnel Action</u>	<u>Employee</u>	<u>Department</u>	<u>Date</u>	<u>Other</u>
	Appointment	Kathy Jackson	Communications	7-31-08	Telecommunicator
	Retirement	Glenna L. Standifer	Public Works	7-31-08	Administrative Aide; authorize payment of all accrued time as of effective date.
		Newton Gill, III	Sewer	7-31-08	Collection System Supervisor; authorize payment of all accrued time as of effective date.
		Robert Barker	Sewer	7-31-08	Deputy for the Collection System; authorize payment of all accrued time as of effective date
		John R. Unger	Fire	7-31-08	Assistant Fire Chief; authorize Payment of all accrued time as of effective date.
	Resignation	Jonmark R. Rhody	Fire	7-15-08	Firefighter II; authorize payment of all accrued time as of effective date.

Attachments:

- Glenna Standifer retirement letter
- Newton Gill retirement letter
- John Unger retirement letter

- Robert Barker retirement letter
- Jonmark R. Rhody resignation letter

Contact Person

Name: John Morrow
Title: Director
Department: Human Resources
Phone: 502/875-8500
Email: jmorrow@frankfort-ky.gov.

7. BOARD APPOINTMENTS

8. OLD BUSINESS

9. NEW BUSINESS

9.1 To consider awarding a bid to Solar Energy Solutions, Inc. for installation of two solar water heaters (Fire Department).

Purpose: To consider a bid award to Solar Energy Solutions, Inc. for installation of two solar water heater, and to authorize the Mayor to enter into a contract with Solar Energy Solutions, Inc. once the contract has been approved by the City Attorney.

Background: In April 2008 the City Commission authorized the filing of a Governor's Office of Energy Grant to purchase two solar water heaters. On 7/2/2008, the City received one bid to install two solar water heaters at Fire Stations No. 1 (315 West Second St.) and No. 4 (900 East Main Street). The single bid submitted by Solar Energy Solutions totaled approximately \$25,000.00 for the two solar water heaters. The bid exceeded the available funding by approximately \$5,000. The City pursued additional grant monies while negotiating the bid price with Solar Energy Solutions. The bid was reduced to \$21,216.80, leaving approximately \$1,800.00 unfunded.

Financial Analysis: The state has agreed to split the unfunded portion of the costs raising our grant funds to \$8,316.80. Funds of \$12,000.00 were authorized in April from Account # 100.95.53295 and the remaining \$900.00 will come from the Fire Department's Maintenance Fund, Account # 100.42.53250.

Recommendation: Approval

Attachment:

- Estimates from Solar Energy Solutions

Contact Person

Name:	Wallace Possich	Rebecca Hall
Title:	Chief	Grants Manager
Department:	Fire Department	City Manager
Phone:	502/875-8556	502/875-8500
Email:	wpossich@frankfort-ky.gov	Rhall@frankfort-ky.gov

10 CITIZEN COMMENTS

11. COMMISSIONER COMMENTS

12. ADJOURNMENT